

Antrim Township Industrial Pretreatment Program
Standard Operating Procedure No. 3
Compliance Monitoring and Inspection Tracking
Issue Date June 2017
Revision No. 0

Scope

This procedure describes how the Township ensures all future compliance monitoring and inspections are completed.

Overview

The Township utilizes their Compliance Monitoring Report Log to track compliance monitoring and inspections along with an Outlook calendar for reminders.

Procedures

Steps

- ☐ 1. The Compliance Monitoring Report Log shall be utilized to record all IU compliance activities.
- ☐ 2. A separate log shall be maintained for each permitted IU and stored in the IU's file.
- ☐ 3. Township compliance sampling shall be conducted at the same time as the Township annual inspection.
- ☐ 4. Upon completion of compliance sampling, the date of sampling and initials of Township staff shall be recorded on the Log.
- ☐ 5. Once sampling results are received, Township staff shall review the sampling results against the IU permit for any discharge limit exceedances or other permit violations.
- ☐ 6. The Township staff who reviews the sampling results shall enter the date and their initials on the Log.
- ☐ 7. The reviewer shall check Y or N under the Violations column for the compliance monitoring sampling event.
- ☐ 8. If Y is checked under Violations, a NOV shall be prepared and sent to the IU. The date and method of delivery for the NOV shall be recorded on the Log.
- ☐ 9. Upon completion, the date of the Township IU inspection shall be recorded on the Log.
- ☐ 10. Following the inspection, an inspection report shall be prepared and sent to the IU for review and signature. The date the report is sent to the IU shall be recorded on the Log.
- ☐ 11. The Pretreatment Coordinator shall schedule a reminder for the next annual compliance sampling and inspection on their Outlook calendar. The reminder should be scheduled 11 months from the most recent inspection date.